

COMMUNICATING IN ENGLISH

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Letter Writing - Useful Words & Expressions

Useful Phrases for informal letter writing

Informal Letters - Greetings:

Dear

Hello

Hi

Informal Letters - Introductory paragraph:

Sorry I haven't written for ages

Sorry it's taken me so long to write

Thanks for your letter.

Lovely to hear from you.

How's it going?

How are you?

How are things with you?

How are things?

An informal letter referring to good news:

Glad to hear about

I'm really glad to hear about

I'm very happy to hear about

I was very happy to read about

Great news about your

What wonderful news about ...

Informal Letters - Introducing points

By the way

Did you hear about

Did you see

Have you seen

Tell me about

Oh, another thing

Ending an informal letter or email:

Well, time to go

Well, it's time to go

Well, got to go

Well, time to close

I've got to leave off now

Write back soon

Make sure you write soon

Love

Lots of love

All my love

Will write again soon

Look after yourself

Take care of yourself

All the best

Everything good

Looking forward to hearing from you again

An informal letter referring to bad news:

I'm extremely sorry to hear about

I'm very sorry to hear about

Sorry to read about

It's very sad to hear about your

I can't tell you how sad I am that

Giving News-

Listen, did I tell you about ...

You'll never believe what ...

Oh, and another things.

I am pleased to inform you that..

I am delighted to tell you that...

I am happy to let you know that...

I thought you might like to know that..

Formal Letters –

Salutation-

Dear Mr

Dear Ms

Dear Sir/ Sirs

Dear Madam

Dear Sir or Madam

Starting

I am writing to inform you that ...

I am writing to confirm ...

I am writing to request ...

I am writing to enquire about ...

I am contacting you for the following reason.

I recently read/heard about . . . and would like to know . . .

Having seen your advertisement in ... , I would like to ...

I would be interested in (obtaining/receiving) ...

I received your address from ... and would like to ...

I am writing to tell you about ...

Making a request

We would appreciate it if you would ...

I would be grateful if you could...

Could you please send me . . .

Could you possibly tell us/let us have...

In addition, I would like to receive ...

It would be helpful if you could send us ...

I am interested in (obtaining/receiving...)

I would appreciate your immediate attention to this matter.

Please let me know what action you propose to take.

Closing remarks

If we can be of any further assistance, please let us know

If I can help in any way, please do not hesitate to contact me

If you require more information ...

For further details ...

Thank you for taking this into consideration

Thank you for your help.

We hope you are happy with this arrangement.

We hope you can settle this matter to our satisfaction.

Complaining

I am writing to express my dissatisfaction with ...

I am writing to complain about ...

Please note that

We regret to inform you that

I would like to query the transport charges which seem unusually high.

Referring to future contact

I look forward to seeing you next week

Looking forward to hearing from you

" " to receiving your comments

I look forward to meeting you on the 15th

I would appreciate a reply at your earliest convenience.

An early reply would be appreciated.

Ending-

Sincerely,

Yours sincerely

Sincerely yours,

Regards

With warm regards

Other Useful phrases

Apologizing

I'm sorry about...
I am sorry that...
I'm very sorry about...
I'm very sorry for...
Please forgive me for...
I'd like to apologize for...
Please accept my apologies.
Please accept my sincere apologies. (very formal)
We are sorry for the delay in replying ...
I regret any inconvenience caused
I would like to apologize for (the delay/the inconvenience) ...
Once again, I apologise for any inconvenience.

Asking for Help

I'd be grateful if you could...
I would be grateful if you could...
I would appreciate it if you could...
Could you please...
I was wondering if you could help me.(informal)
I would like to know...

Expressing satisfaction

I was delighted to hear that...
I was very happy to learn that...
I was thrilled to find out that...
I was glad to hear that...
...was very enjoyable.

Making suggestions

Would it be a good idea to...
Perhaps it would be a good idea to...

Thanking

Thanks.
Thank you.
Thank you very much.
Thank you kindly.
I can't thank you enough.
No words can express my gratitude.
I am extremely grateful for...
I very much appreciate

Expressing concern / sympathy

I was sorry to hear about... (your accident/ illness)
I am writing to express my concern about...

Giving reasons

This is because...
This is because of...
This is due to... (formal)
This is as a result of...(formal)
This is owing to...(formal)

Asking for Information

I am writing to enquire about...
I am writing to find out about...
What I am looking for is...
I would like to know about/if...

Complaining / expressing dissatisfaction

I'm writing to express my dissatisfaction with...
I'm writing to express my annoyance with...
I am not happy about...
...was very disappointing.

Conveying regards

Please give my best regards to your family.
Please pass on my best wishes to your wife and children.
Please give my regards to your parents.